

## INSTRUCTIONS FOR COMPLETING ENVIRONMENTAL DOCUMENT

Attached is the environmental document that I submit to Federal Highways for their review and approval before work can start on your project.

At the top of the first page **all you need to complete** is the “Project Sponsor”, i.e. Tonto NF – Mesa RD. This page must be signed by the person qualified to authenticate the statements in the documents and/or attached documents. This is not a contract or agreement.

On page 2 enter a description of the proposed project work under Existing Conditions. Under Land Ownership and Land Use enter “SEE ATTACHED MAP” and provide a map of the work area.

**Page 3 is the key.** You need to indicate if the condition/resource in the left column is affected by the project. Not just for the initial phase of the project, but any future development that will take place. If the condition/resource in the left column is "NOT PRESENT", then in the "comments" state how that was determined. You may reference an EA/FONSI/Decision Memo or existing research (websites) that support that determination. You must provide any referenced documents if not already provided.

If the condition/resource is "PRESENT", complete the corresponding page that explains how the project will/not affect the condition/resource, how the project will mitigate the effect, etc. The corresponding page is not needed for conditions/resources that are not present. Do not submit those sheets.

You can manipulate these forms so that your responses fit one page, separate topics, or delete topics that are not present as your need dictates. The form must be signed by the party responsible for the research (if non-federal entity) and the project sponsor.

I am available to assist you as necessary. 602/542-7130 rbb